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9 October 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Machine run of the approved T/O has been received by Personnel Section from Machine Records.

b. The Personnel Section is in the process of converting Support Staff and TR(G) personnel to the new T/O. When this is completed TR(S) will be converted.

c. The reallocation of OTR parking spaces has been completed.

d. A procedure for the handling of compensation claims for [redacted] has been established. These claims will be processed directly through the Bureau of Employee Compensation, Department of Labor.

[redacted]  
Admin. Officer, OTR

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25 YEAR RE-REVIEW

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